# *Tutorial for Submitting a General Education or University Studies Designation Proposal in Curriculog*

**Any requests for a designation of a course that <u>has not</u> been approved by the EPC will not be considered. They will be held or rejected until a course has been approved for creation and addition to the catalog. To request a new course, use Curriculog form 1.2.**

*For cross-listed or dual-listed courses:*

- **Any cross-listed courses approved for a designation will also have that designation approval for the cross-listed course.**
- **Please list ALL cross-listings and dual-listings for courses on the proposal form.**
- **ONLY the undergraduate portion of a dual-listed course will receive a designation. Grad courses do not require or receive designations.**
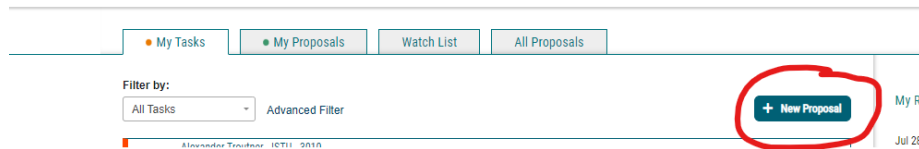
Log in to Curriculog with your A number and strong password.
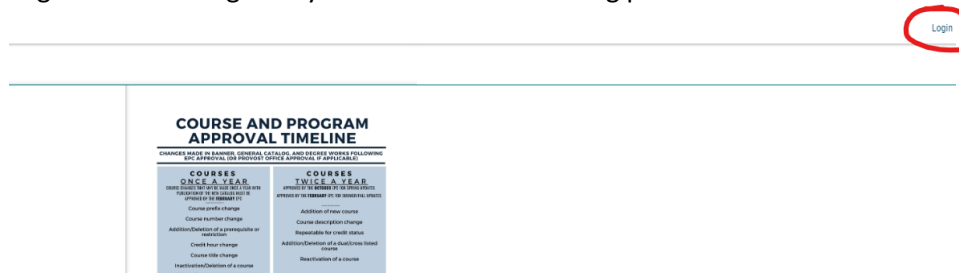
Be sure the Proposals tab is highlighted at the top of the page.
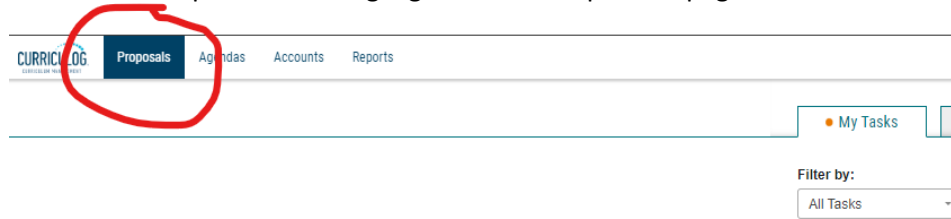
Click on the +New Proposal button.

In the list of proposal forms, find 1.3 General Education or University Studies Designation Proposal. Then click on the checkmark to the far right of the form name.

The General Education Designation Request form will open.

Only instructors should fill out this form so that they are directly involved in the proposal process.

Please read through ALL instructions on the form carefully.

The first step to request a designation is to contact the subcommittee chair or chairs for the designations you would like to request.
- Contact information for subcommittee chairs is on the Gen Ed website. You can also contact Michelle Smith at michelle.smith@usu.edu or 797-1166 to find out who to contact.
- Discuss your proposal, your course, and your assignments, along with the rubric criteria for the designation with the chairperson. (Rubric criteria for designations and assignments is on the Gen Ed website. Links to the website are on the form in the introduction information.)

Fill out the first question under section 1.1 on the form **after** consulting with the subcommittee chairperson(s) for your designation.

<u>Section 1.1</u>

Import the course information from the General Catalog. Anything that is not imported must be filled in manually. If the course is a new or not yet in the catalog, you will need to fill in the fields manually.



To import information to the form, scroll to the top of the form and click on the import icon.

This opens a new window. Select the Acalog: (?YEAR? Working or General Catalog – name differs by year) listed as the external system for the form by clicking on the name of the external system (highlghted in a tan color).
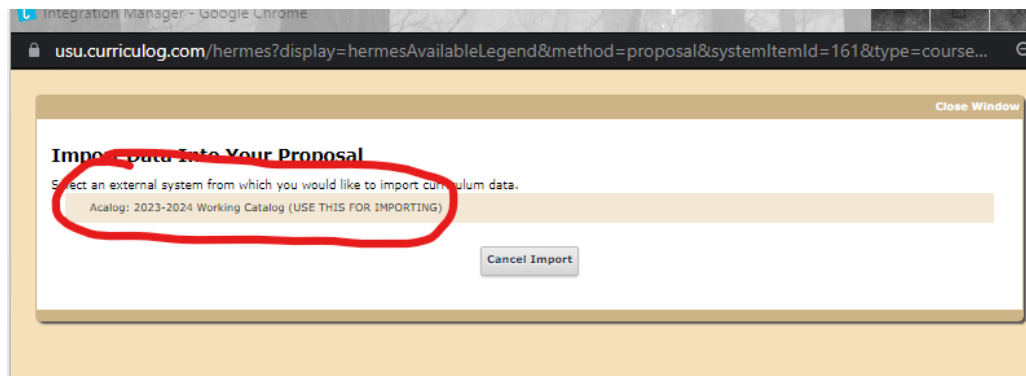


In the next window, in the Filter by Field drop-down menu, scroll down to select Prefix.
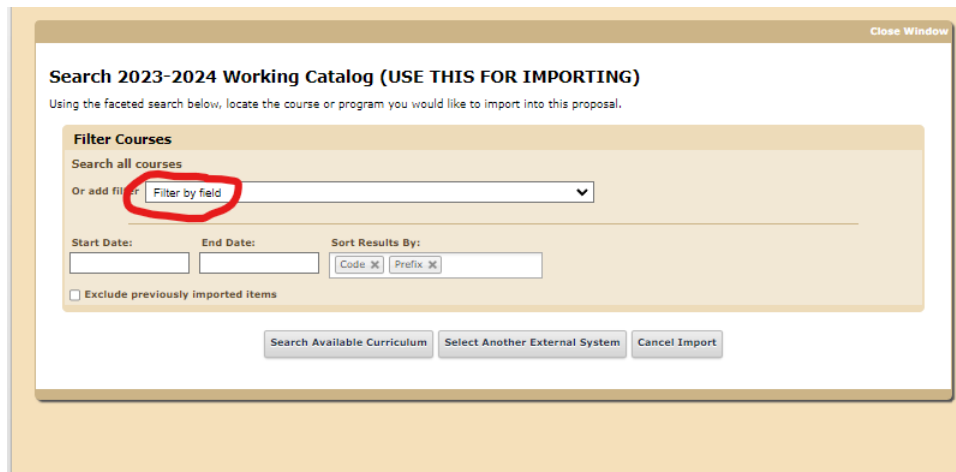


In the Prefix field, type the prefix of your course. Then click Search Available Curriculum.

This will bring up a list of courses with that prefix already in the catalog.

Select the correct course from the list by clicking on the name of the course.



In the next window, be sure all the items with data available are checked. Then click Import This Item.

## Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

| Field Name | Data Preview | Import Field |
|---|---|---|
| » GENERAL COURSE AND DESIGNATION REQUEST INFORMATION SECTION: Course Department | History | ☑ |
| » GENERAL COURSE AND DESIGNATION REQUEST INFORMATION SECTION: Title of Course | Pre-Modern World (BHU) | ☑ |
| » GENERAL COURSE AND DESIGNATION REQUEST INFORMATION SECTION: Course Prefix | HIST | ☑ |
| » GENERAL COURSE AND DESIGNATION REQUEST INFORMATION SECTION: Course Number | 1500 | ☑ |
| » GENERAL COURSE AND DESIGNATION REQUEST INFORMATION SECTION: Course Description | Surveys pre-Nineteenth Century cultural and economic interactions in important zones of exchange. Regional focus determined by instructor. Themes may include: trade, religious conversion, migration, s... | ☑ |
| » GENERAL COURSE AND DESIGNATION REQUEST INFORMATION SECTION: Number of Credits | 3 | ☑ |
| » GENERAL COURSE AND DESIGNATION REQUEST INFORMATION SECTION: Course Prerequisites | [no data] | ☐ |
| » GENERAL COURSE AND DESIGNATION REQUEST INFORMATION SECTION: Course Corequisites | [no data] | ☐ |

**Import This Item**  **Return to Search**  **Select Another External System**  **Cancel Import**

All the data from the catalog will now be imported into your form. Any fields not imported must be manually entered. If the course is new and not yet in the catalog, all fields will need to be manually entered.

**Course Department***

History ×

*Please select the department for the course involved with this proposal.*

**Title of Course***

Pre-Modern World (BHU)

*If this is a new course yet to be approved that is not in the USU General Catalog, please write the title of the course.*
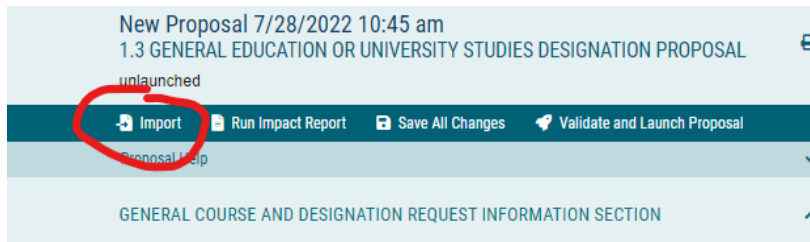
**Course Prefix***

HIST ×

*If this is a new course, please write the prefix of the course.*

**Course Number***

1500

*If this is a new course, please write the course number.*

**Course Description***

Surveys pre-Nineteenth Century cultural and economic interactions in important zones of exchange. Regional focus determined by instructor. Themes may include: trade, religious conversion, migration, slavery, warfare, and other types of cross-cultural exchange.

*If this designation request is for a new course that is not yet approved or is not included in the USU General Catalog, please write a brief description of the course.*

**Number of Credits***

3

**# of Sessions Offered Per Yr.***

**Course Prerequisites***

- If a field has a star next to the name, it is a required field. If the question doesn't apply to the course, type N/A.
- If you don't know the information requested, look in the general catalog or contact your department.
- **PLEASE list any cross-listed or dual-listed courses that correspond to the course in the appropriate field on the form.**

Section 1.2.

Fill in the required fields and any other applicable information. For the designation request, select the appropriate designation from the drop-down menu.

## 1.2 DESIGNATION REQUEST INFORMATION

**Proposed Designation Action***
☐ New course designation request
☐ Remove designation for a course

**Requested Designation(s) ***

| Select an option |
| --- |
| BAI |
| BCA |
| BHU |
| BLS |
| BPS |

**Please note that you may choose from the following options:**
- One breadth
- One depth
- A breadth and a CI
- A breadth and a QI
- A depth and a CI
- A depth and a QI
- Either a CL1, CL2, or CI
- A QL
- A QI

**For double designation requests (Breadth/CI, Breadth/QI, Depth/CI, DEPTH/QI) please note the following information:**
- Designation requests for more than one designation combination must prove that they are <u>and always will be</u> taught by instructors who are qualified to teach both designations.
- In the past, two depth designations were considered and approved. However, only one designation will count towards a student's progress. A student cannot take a course and receive

both depth designations. The student will be given credit for only one, typically whatever depth designation the student needs to fulfill University Studies requirements.

- The committee is not likely to approve further requests for two depth designtations assigned for one course due to the difficulty in ensuring that the course is taught by instructors qualified to teach both designations, unless there are two qualified instructors - one for each designation - teaching the course.
- Both subcommittees for each designation must also be consulted prior to submitting a request in Curriculog.
- Both subcommittees for each designation must approve each designation.
- If a request for two designations is rejected by one of the subcommittees, the proposal can be revised and resubmitted to the subcommittee that rejected the proposal, or it may continue forward for only the approved designation. The instructor(s) may choose how to proceed.

Follow the instructions to run the impact report, then copy and paste the information into the Impact Report field.
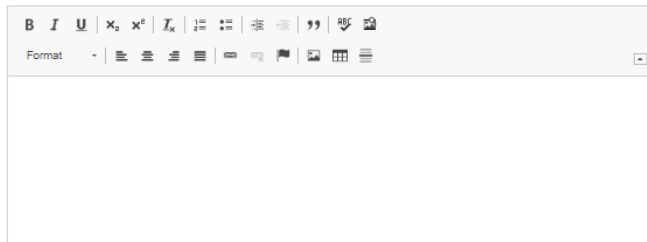
**Run** the Impact Report

Impact reports will search the Catalog for any references to the courses being modified. This will help the committee analyze how the requested designation might impact other courses of study.
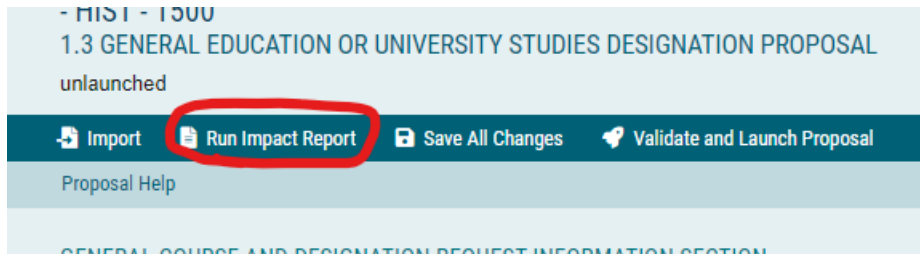
1. **Save** the form by clicking the button "Save All Changes" found at the bottom of the form.

2. **Run impact report** by clicking on the report icon 🖼 in the top left corner (choose the current academic year).

3. **Choose** the *Acalog General Catalog* as the source.

4. **Scroll** to the bottom of the screen and click Generate Report.

5. **Copy and paste** the information into the Impact Report field below. *Note: some courses will not have anything significant to state on the impact report. You should still copy and paste any statement output from the impact report in the field below.

Impact reports are only run when importing information from the Catalog. New courses will not have an impact report.

Copy and paste the information from the Impact Report below. If the course is not yet in the General Catalog, write N/A. *

Scroll to the top of the form to find the Impact Report button.

- HIST - 1500
1.3 GENERAL EDUCATION OR UNIVERSITY STUDIES DESIGNATION PROPOSAL
unlaunched

🔧 Import    📄 Run Impact Report    💾 Save All Changes    🚩 Validate and Launch Proposal

Proposal Help

GENERAL COURSE AND DESIGNATION REQUEST INFORMATION SECTION

After clicking on the button, in the new window, click on the Acalog catalog as the impact report external system (top selection highlighted in a tan color). Then click GENERATE REPORT.



Copy and paste all information from the report into the Impact Report field.



## Designation Request Sections

Following Section 1.2 are the designation request sections. Fill in only the section that pertains to the designation(s) you are requesting. Leave other sections blank.

*General Education Breadth Designations*

In this section, please fill out all fields and upload documents required for this designation. Consult with the designation subcommittee chairperson prior to submitting a Curriculog request so the proposal and course meet all necessary requirements.



- Each breadth designation has a rubric of student outcomes that should guide the design and instruction for the course. These rubrics are on the Gen Ed website. Links to these rubrics are in the instructions of this section.
- Breadth designation courses should be a broad introduction to the basic core principles of a general education area and not major specific.
- Breadth designation courses will be assessed on student learning outcomes per USHE and accreditation requirements. Two assignments for each course will aid in the assessment of how well students meet rubric learning outcomes. One assignment is given early in the course and one assignment is given late in the course.
- Please provide the instructions and rubrics for both assignments in separate documents uploaded to the proposal.

- In the appropriate fields, type the name of the assignment given early and the name of the assignment given late in the course. Then upload these assignment documents to the form.
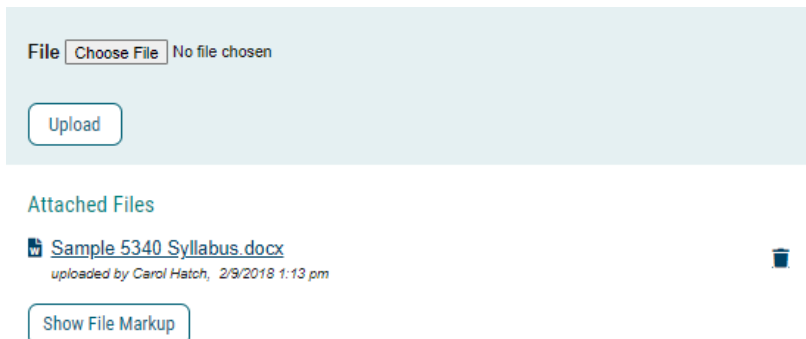
Instructions on how to upload a file to the form:

To the top right of the form there are tabs. Locate the FILES tab with a paperclip. Click on this tab.
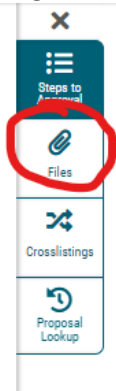
In the new window to the right of the tab, choose the file to upload from your computer and then click the UPLOAD button.
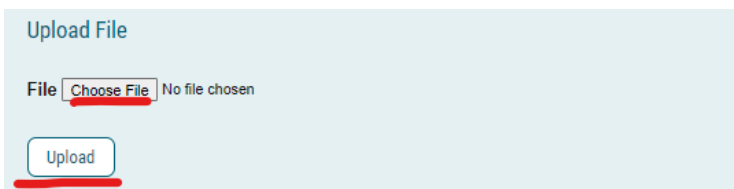
Once files are uploaded, they will appear in a list. To remove a file, click on the trash icon. Then upload a new file as needed.
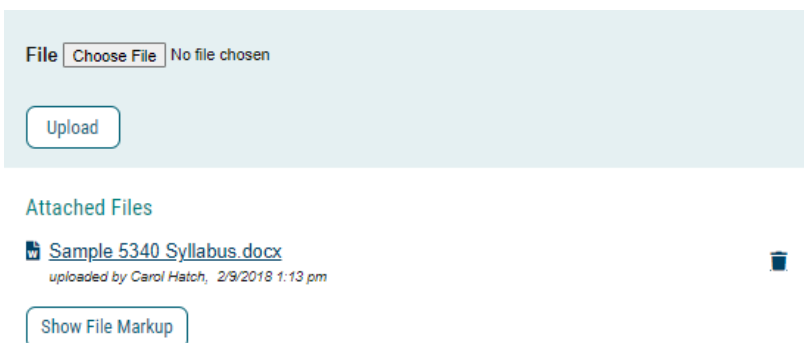
In the last two fields of the Breadth section, type the names of each assignment chosen for assessment of student learning outcomes.

*Communications Literacy and Communications Intensive Section*

Please read instructions for this section carefully. The Communications designations require a thorough proposal typed in Word format or a pdf format. Consult with the Communications Subcommittee Chairperson prior to submitting this form so that your proposal is adequately prepared and your course is designed with enough oral and written assignments to meet the Communications designation outcomes.

> **GE COMMUNICATIONS LITERACY AND US COMMUNICATIONS INTENSIVE (CL1, CL2, CI)** ⌃
> **SECTION**
>
> This section only applies to requests for a new Communications Literacy or Communications Intensive (CL1, CL2, or CI) Designation. If this section does not apply to your request, please skip to the appropriate section.
>
> 1. A Communications designation proposal and course should be designed to fit the instructions outlined on the Gen Ed rubric web page. Please use that document as a guide for your proposal and course.
>
> 2. All fields in this section are required for a communications designation request.
>
> 3. Please decribe in detail how this course will meet the criteria for the designation rubric in a Word document uploaded to this request. Be sure to address each criterion individually.
>
> 4. You may upload all pertinent documents describing how the course will meet the criteria for the designation rubric and specific requirements for a communications course using the FILES 🖉 button located on the top-right.
>
> **Is this course designed to include both written and oral components according to the instructions for Communications designations?**
>
> ○ Yes  ○ No
>
> **Please name the assignment EARLY in the semester that will be used for Gen Ed assessment**
>
> [ B  I  U | x₂ x² | Iₓ | ⌇≡ ⌇≡ | ⌇≡ ⌇≡ | ❞ | ᴬᴮꟲ ⌸ ]
> [ Format  ⌄ | ≡ ≡ ≡ ≡ | ∞ ⌐ ⌦ | 🖾 ⊞ ≡ ]
>
> **Please name the assignment given LATE in the semester that will be used for Gen Ed assessment.**
>
> [ B  I  U | x₂ x² | Iₓ | ⌇≡ ⌇≡ | ⌇≡ ⌇≡ | ❞ | ᴬᴮꟲ ⌸ ]
> [ Format  ⌄ | ≡ ≡ ≡ ≡ | ∞ ⌐ ⌦ | 🖾 ⊞ ≡ ]

Links to requirements and instructions for Communications designations are located at the beginning of this section.
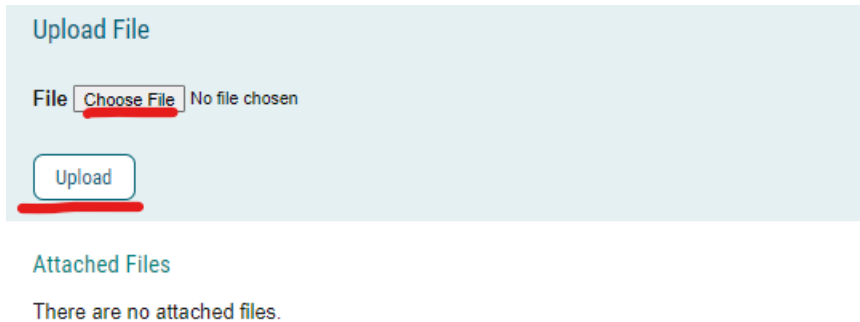
Fill in all fields as requested. Upload the proposal and assignment documents to the proposal form.

Instructions on how to upload a file to the form:

To the top right of the form there are tabs. Locate the FILES tab with a paperclip. Click on this tab.



In the new window to the right of the tab, choose the file to upload from your computer and then click the UPLOAD button.



Once files are uploaded, they will appear in a list. To remove a file, click on the trash icon. Then upload a new file as needed.

*Quantitative Literacy and Quantitative Intensive Section*

Please read instructions for this section carefully. The Quantitative designations require a thorough proposal typed in Word format or a pdf format. Consult with the Quantitative Literacy Subcommittee Chairperson prior to submitting this form so that your proposal is adequately prepared and your course is designed with enough oral and written assignments to meet the Quantitative designation outcomes.

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**GE QUANTITATIVE LITERACY OR US QUANTITATIVE INTENSIVE (QL/QI) SECTION** ⌃
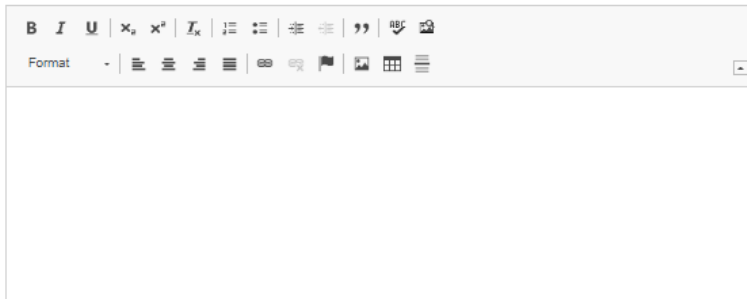
**This section only applies to requests for a new Quantitative Literacy or Quantitative Intensive (QL or QI) Designation. If this section does not apply to your request, please skip to the appropriate section.**

1. A Quantitative Literacy or Quantitative Intensive designation proposal and course should be designed to fit the instructions outlined on the Gen Ed rubric web page. Please use that document as a guide for your proposal and course.

2. All fields in this section are required for a quantitative designation request.

3. Please decribe in detail how this course will meet the criteria for the designation rubric in a Word document uploaded to this request. Be sure to address each criterion individually.

4. You may upload all pertinent documents describing how the course will meet the criteria for the designation rubric and specific requirements for a quantitative course using the FILES 📎 button located on the top-right.

**Is this course designed to meet either a statistical OR mathematical bent?**
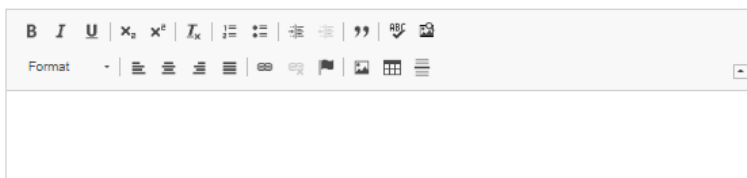
☐ Yes ☐ No

**Please name the assignment given EARLY in the course that will be used for Gen Ed assessment.**

| B  I  U  | x₂  x² | Iₓ | ⁝≡  ⁞≡ | ⇥  ⇤ | ʼʼ | ᴬᴮ꜀ | ▨ |
| Format  ▾ | ≡  ≡  ≡  ≡ | ⊕  ⊖  🏳 | 🖾  ⊞  ≡ | ▣ |

**Please name the assignment given LATE in the course that will be used for Gen Ed assessment.**

| B  I  U  | x₂  x² | Iₓ | ⁝≡  ⁞≡ | ⇥  ⇤ | ʼʼ | ᴬᴮ꜀ | ▨ |
| Format  ▾ | ≡  ≡  ≡  ≡ | ⊕  ⊖  🏳 | 🖾  ⊞  ≡ | ▣ |

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Links to requirements and instructions for Quantitative designations are located at the beginning of this section.

Fill in all fields as requested. Upload the proposal and assignment documents to the proposal form.

Instructions on how to upload a file to the form:

To the top right of the form there are tabs. Locate the FILES tab with a paperclip. Click on this tab.
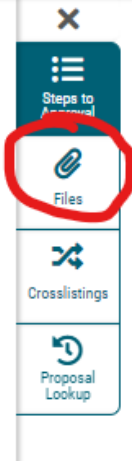
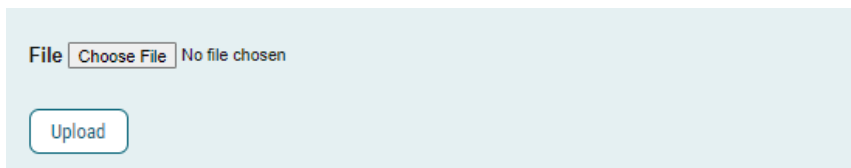In the new window to the right of the tab, choose the file to upload from your computer and then click the UPLOAD button.

Once files are uploaded, they will appear in a list. To remove a file, click on the trash icon. Then upload a new file as needed.
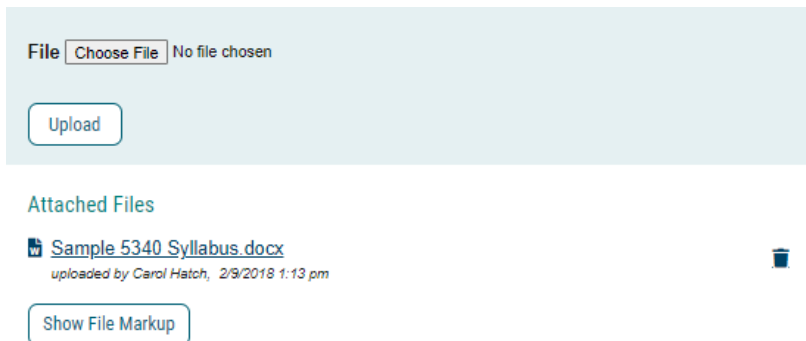
*University Studies Depth Designation Section*

Please read through the instructions of this section carefully and click on all links as needed to find pertinent information for depth designation requests. Consult with the subcommittee chair for your requested designation prior to filling out this proposal form.



The depth designation is granted for University Studies courses. These courses are more focused in content and can be major specific but must also be offered to nonmajors. They are meant to build on information, learning outcomes, and rubrics from General Education level courses.

Upload a typed Word or pdf document explaining how your course meets the requirements for a depth designation rubric and University Studies goals and objectives.

- While depth courses will not be required to undergo General Education assessment, they do require that assignments in these courses be catered to learning outcomes for the Citizen Scholar objectives.
- Proposals will be evaluated based on whether the course meets depth rubric criteria and Citizen Scholar objectives.
- These goals and objectives are found in the USU General Catalog.
- A link to that part of the catalog is located at the beginning of this section on the Curriculog form.
- The depth designation subcommittees will review the syllabus, assignments, and proposal documents to determine whether the course meets criteria for the requested designation.

Instructions on how to upload a file to the form:

To the top right of the form there are tabs. Locate the FILES tab with a paperclip. Click on this tab.



In the new window to the right of the tab, choose the file to upload from your computer and then click the UPLOAD button.
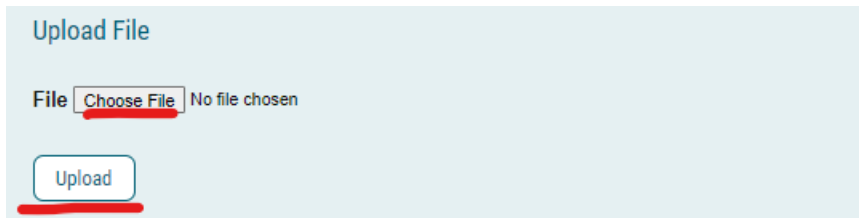


Once files are uploaded, they will appear in a list. To remove a file, click on the trash icon. Then upload a new file as needed.

Required Documents for Designation Request Proposals

All proposals must include an attached pdf copy of the syllabus uploaded to the FILES tab.

- If the syllabus has embedded links to assignment instructions, the pdf copy with those links will not allow the subcommittee to see your assignments. The subcommittee cannot access assignments in Canvas.
- Please download all necessary documents pertaining to assignments of the course to the Curriculog proposal.
- Breadth, Communications, and Quantitative designations require two assignments for assessment. Please upload all assignment documents for assessment to the form.
- All designation requests should include a Word or pdf document explaining how the course meets rubric criteria and learning outcomes for that designation.

Instructions on how to upload a file to the form:

To the top right of the form there are tabs. Locate the FILES tab with a paperclip. Click on this tab.



In the new window to the right of the tab, choose the file to upload from your computer and then click the UPLOAD button.



Once files are uploaded, they will appear in a list. To remove a file, click on the trash icon. Then upload a new file as needed.

Once all sections are filled out for the appropriate designation request, it is time to save, validate, and approve the proposal.

Approval Process

Click the Save All Changes button at the bottom of the form.



The form will take a few minutes to reload as the appropriate approvers are pulled from the hierarchy in Curriculog and loaded in the workflow.

**Approval Steps**

⚪ Originator                         Incomplete

   Participants
   ⚫ Michelle Smith

   [ Step Details ]

⚪ Provost Office Staff Assistant         Incomplete

   Participants
   ⚫ Michelle Smith

   [ Step Details ]

◌ BAI - American Institutions          Not Applicable

◌ BCA - Breadth Creative Arts         Incomplete
   *Step condition has been met: 'Requested Designation(s) ' is equal to 'BCA'*

   Participants
   **Creative Arts Subcommittee**             ⌄
   ⚫ David Wall *

   [ Step Details ]

◌ BHU - Breadth Humanities           Not Applicable

◌ BLS - Breadth Life Science          Not Applicable

◌ BPS - Breadth Physical Science       Not Applicable

◌ BSS - Breadth Social Science        Not Applicable

◌ CL1 - Communications Literacy 1      Not Applicable

◌ CL2 - Communications Literacy 2      Not Applicable

◌ CI - Communications Intensive        Not Applicable

◌ DHA - Depth Creative Arts          Not Applicable

◌ DHA - Depth Humanities            Not Applicable

◌ DSC - Depth Life & Physical Sciences    Not Applicable

◌ DSS - Depth Social Science          Not Applicable

◌ QL - Quantitative Literacy           Not Applicable

◌ QI - Quantitative Intensive          Not Applicable

◌ Honors                          Not Applicable

⚪ Department Head                 Incomplete

   Participants
   ⚫ Anthony Peacock

   [ Step Details ]

⚪ Dean                            Incomplete

   Participants
   ⚫ Matthew Sandern

Read over the workflow to ensure all necessary approvers are listed. If any steps contain an orange warning or an exclamation point, contact Michelle Smith at [michelle.smith@usu.edu](mailto:michelle.smith@usu.edu).

Once the workflow and form are finalized, click on the Validate and Launch Proposal button at the bottom of the page.

## 1.1 COURSE INFORMATION

I have discussed this designation request with the appropriate Gen Ed subcommittee cl prior to submission.*

Save All Changes    Validate and Launch Proposal

*If you have not discussed this pro... with the ...propriate Gen Ed subcommittee chair, please do not continue and contact*
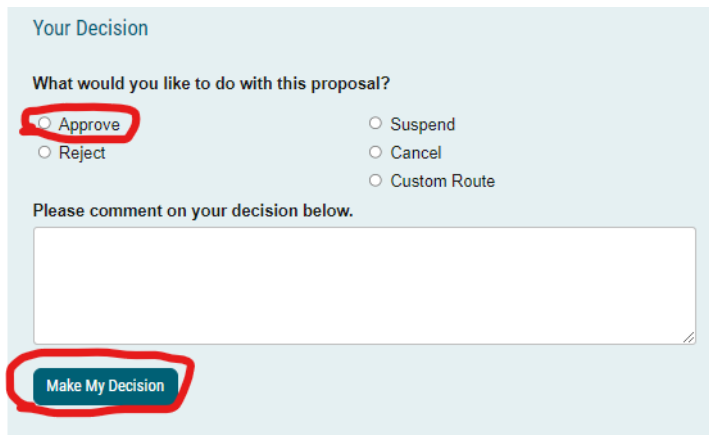
Any required fields that were not filled in will need to be addressed. A warning will indicate whether the form is missing required information. If you receive this warning, go back to the form and fill in the necessary information. If it is a fill-in field that doesn't pertain to your proposal, type N/A.

Once your proposal is launched, you need to approve the proposal as the originator to send it on to the Provost's Office for review. After this review it will move on to the General Education subcommittee for consideration.

To approve the proposal, look through the longer list of tabs that now appear to the top right of the form. A DECISIONS tab with a checkmark is now available. Click on this tab.
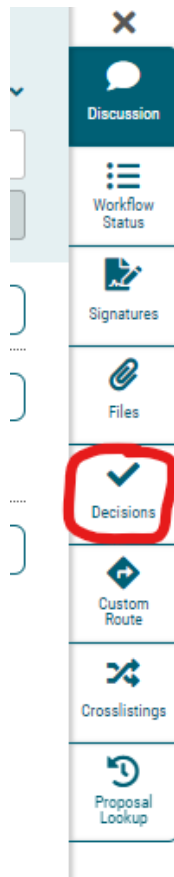
In the new window that appears to the right of the tabs, click on the button next to APPROVE. Then click on the MAKE MY DECISION button below. No comment is necessary for an approvals, only for rejections.

**Your Decision**

What would you like to do with this proposal?

○ Approve          ○ Suspend
○ Reject           ○ Cancel
                   ○ Custom Route

Please comment on your decision below.

Make My Decision

At this point, the Provost's Office staff assistant will review the form to ensur all fields are filled in as needed by the subcommittee, that all attached documents open correctly and are in a format as requested by the subcommittee, and that the proposal seems ready for consideration. Once that review is completed, the staff assistant will approve the form and send it to the subcommittee.

If there are any questions on form or attachments, the staff assistant will contact the form originator.

At any point in this process, feel free to contact the Provost's Office General Education Committee Staff Assistant, Michelle Smith, at michelle.smith@usu.edu.